

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Accounting Intern

Revision Date: 02/15

EEO Category: Paraprofessional

Status: Non-Exempt

Control No: 56752

II. Summary Statement of Overall Purpose/Goal of the Position:

Under the general supervision of the Treasurer performs various projects relating to finance, accounting and budgeting (including technical and management studies).

III. Essential Duties:

- Complete various internal audits, including fixed asset audits.
- Conduct special projects as assigned by the finance staff.
- Prepare materials for presentations.
- Perform other duties as assigned.

IV. Qualifications:

Education: Undergraduate or graduate study in accounting, finance, or related field. Prefer individual at senior level of studies

Knowledge of: Generally Accepted Accounting Principles (GAAP), governmental accounting and computer software including word processing, spreadsheets and presentation software.

Communication Skills: Ability to professionally furnish and obtain information from other departments; excellent writing and research skills.

Tools, Machine, Equipment Operation: Requires the regular use of personal computer, printer, copier, and telephone system; occasional use of 10-key adding machine.

Analytical Ability: Prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances.

V. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of the personnel so classified. The approved class specifications are not intended to and do not infer or create any employment compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____